



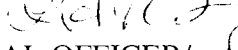

Department of Energy

Washington, DC 20585

DEC 29 2005

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS
HEADQUARTERS RESOURCES MANAGERS

FROM:

CLAUDIA A. CROSS 
CHIEF HUMAN CAPITAL OFFICER/ 
DIRECTOR, OFFICE OF HUMAN
CAPITAL MANAGEMENT

MICHAEL C. KANE 
ASSOCIATE ADMINISTRATOR FOR
MANAGEMENT AND ADMINISTRATION
NATIONAL NUCLEAR SECURITY ADMINISTRATION

SUBJECT:

PERFORMANCE MANAGEMENT TOOLS FOR
RATING OFFICIAL

Earlier this quarter the Office of Human Capital Management disseminated the Performance Management System for Non-Supervisory Employees Policy, dated October 24, 2005, to the Human Resources Directors. To assist rating officials in performing their managerial duties in compliance with the aforementioned policy, please find two documents attached: the Rating Official Performance Management Responsibilities matrix and the Rating Official Performance Management Checklist. These documents were designed as reference tools to convey performance management roles and to ensure rating officials' accountability for overseeing and managing the performance of their subordinates.

Should you have questions regarding these tools, please contact Monica Neeley, Office of Human Capital Management Strategic Planning and Vision, at (202) 586-8503 or Chuck Patterson at (202) 586-8513.

Attachments



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